

INDIANA COMMISSION ON PROPRIETARY EDUCATION

Board of Commissioners Meeting Memorandum

Date: May 16, 2008

From: Rebecca Carter, Director of Regulatory Compliance

**Subject: INDIANA BUSINESS COLLEGE – MEDICAL DIVISION
NEW DEGREE APPLICATION**

Staff Recommendation

The commission staff recommends that Indiana Business College – Medical Division be granted the authority to award the Associate of Applied Science degree in the following program:

Medical Division: AAS – Ophthalmic Clinical Assistant

Background Information

Indiana Business College is nationally accredited by the Accrediting Commission for Independent Colleges and Schools.

The associate of applied science degree programs consist of 100 quarter-credit hours of training; a minimum of 75% of the courses are in the Specialty; and the faculty meets the criteria as stipulated in 570 IAC 1-10.1-4.

Supportive Documentation

1. Degree Application
2. Instructor Qualification Record forms

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

DEGREE APPLICATION

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution Indiana Business College - Medical

Name of Program Ophthalmic Clinical Assistant

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AAS

Name of Person Preparing this Form Angie Cook-Smith

Telephone Number 317-375-8000 **Application Type**

Date the Form was Prepared 4/15/2008 ☒ **New** ☐ **Renewal**

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

This program is designed to provide the students with specialized training necessary to be proficient in back and front office skills for employment in the eye care field. The program consists of didactic and clinical training in ocular diseases and treatments, legal and ethical aspects of health care, recording the medical history, communication, and obtaining ocular measurements. The student will also be trained to assist the optician or ophthalmologist with the assessment of optical functions and therapeutic modalities. This position provides graduates with the skills necessary to seek entry level positions in an ophthalmology office, optometry office or optical clinic.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Ophthalmic Clinical Assistant

TOTAL COURSE HOURS: 100 Check one: **Quarter Hours** ☒
Semester Hours ☐
Clock Hours ☐

LENGTH OF PROGRAM: 24 months TUITION: \$29,000

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
BUS2600	Career Development	2
EXT2930	Optical Externship	12
EXT2940	Ophthalmic Externship	12
KEY1010	Keyboarding I	2
LEG1020	Medical Law & Ethics	4
MAT1100	Medical Calculations	4
MED1010	Medical Terminology	4
OPT1010	Introduction to Optometry/Ophthalmology	4
OPT1050	Optics, Motility and Refraction	4
OPT1200	Ocular Anatomy & Physiology	4
OPT1500	Ophthalmic Pharmacology	4
OPT1510	Office Practices	4
OPT2000	Diseases of the Eye	4
OPT2100	Procedures and Patient Care	4
OPT2200	Ophthalmic Procedures	4
PHY1020	Anatomy & Physiology I	4
PHY1030	Anatomy & Physiology II	4
PSY1050	Strategies for Success	4

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
COM1050	Composition I	4
	General Education Elective	4
PSY1060	Psychology	4
SPC1010	Presentation Skills	4

Number of Credit/Clock Hrs. in Specialty: 84 / Percentage: 84%
Number of Credit/Clock Hrs. in General Courses: 16 / Percentage: 16%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: N/A / Percentage:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The library is located in the administrative portion of the building at 8150 Brookville Road across from the receptionist's desk. It is open to the students from 7:30am to 10:00pm Monday thru Thursday, 7:30am to 12:00pm on Fridays.

2. Number of volumes of professional material:

General Education Reference 137, Laboratory and Clinical 19, Management 13, Medical 172, Medical Reference 37, Psychology 10

3. Number of professional periodicals subscribed to:

Eleven

4. Other library facilities in close geographical proximity for student access:

The Indianapolis Marion County Public Library- Irvington Branch is located within ten minutes of the school. We also have access to internet based libraries, the newest of which has access to 76,729 indexed resources, 57,036 full text resources, and 36,882 image resources.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.
**** Include all required documentation pertaining to the qualifications of each instructor.**

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

INDIANA COMMISSION ON
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INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Boswell Lisa M
(Last) (First) (Middle)
NAME OF INSTITUTION: Indiana Business College

Names of Courses Taught:

Anatomy & Physiology I & II, Pathophysiology, Pharmacology, Medical Law and Ethics
Medical Terminology, Medical Office Software

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana Business College	Indianapolis, IN	Medical Assisting	4/98	12/99
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Southwest Health Center	Indianapolis, IN	Medical Assisting, Vitals, Blood draws, charting	10/02	3/06
Indianapolis Endocrinology	Indianapolis, IN	Medical Assisting, Vitals, finger sticks, scheduling	01/00	10/02
Indiana Business College	Indianapolis, IN	Instructor	9/05	Present

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Licensed Practical Nurse	Ivy Tech Community College	Nursing	8/92	8/94
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Home Care Nurse	Maxim Home Health Service	Care for patients in home	6/06	3/07
Home Care Nurse	Advantage Home Health Service	Care for patients in home	10/04	6/06
Special Ed. Nurse & Teaching	Greensburg Community Schools	Patient Care & Teaching	2000	2002
Charge Nurse	Four Seasons Retirement Center	Patient Care	1998	2001

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

Names of Courses Taught:

Career Development

Career Development

[illegible]

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

Indiana Business College

Introduction

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	From:	To:
School of Medical Technology	Community Hospital	MT	7/84	7/85	
Applicable Experience	Location	Exact Nature of Experience	Employment Period	From:	To:
Tutoring	Indy Parks & Rec	After School Tutoring	8/02	6/04	
Ameripath, Inc.	Lead Pathologist Asst.	Grossing tissues/auto-genes	9/01	Present	
Mid-America Clinical Labs	Medical Technologist	Start Lab Testing	5/00	9/01	
Community Hospital Esat	Histology Supervisor	Manage Histology	7/92	11/97	

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Valparaiso University	Valparaiso, IN	BS Business Administration	8/64	6/68
Applicable Experience	Location	Exact Nature of Experience	From:	To:
				Employment Period
			1995	2000
			1993	1995
			1992	1993
Assoc. Med. Products	Indianapolis, IN	Materials Manager		
John A. Frapwell Consulting	WI and IN	Ind. Consultant		
Sanoft Bio- Industries	Waukesha, WI	Director of Mat. Ser.	1986	1989

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

Indiana Business College - Medical Division - Indianapolis

Math Fundamentals, Computers and Office Automation, Communication I, Presentation Skills,

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

Names of Courses Taught:

Keyboarding, Computers Office Automation, Fundamentals of Communications

Source of Training/Education	Location	Area or Subject of Training/Education	To:	From:	Period of Attendance
University of Indianapolis	Indianapolis, IN	Master of Arts - English		8/03	5/06
Martin University	Indianaopolis, IN	Bachelor of Arts - Religious Studies		9/97	1/02
Applicable Experience	Location	Exact Nature of Experience	To:	Employment Period From:	
National City Bank	Indianapolis, IN	Conversion Trainer		1/87	2/98
Bank One OPS Center	Indianapolis, IN	OJT Training		1990	1991

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NAME: Jones Brian K
(Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College- Medical Division- Indianapolis

Names of Courses Taught:

Introduction to Spanish Language, Spanish Culture and People, Introduction to Conversational Spanish

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Georgia State University	Atlant, GA	BA Spanish	8/92	3/95
University of Missouri-Kansas City	Kansas City, MO	MA Romance Languages and Lit	1/97	12/98
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
WTCC-Con Ed	Raleigh, NC	Spanish Instructor	1/06	12/07
WTCC- Academia	Raleigh, NC	Spanish Instructor	8/04	5/06
SDMCC	San Diego, CA	Spanish Instructor	8/99	8/04

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Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME:

Robertson

(First)

(Middle)

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NAME OF INSTITUTION:

Indiana Business College

Names of Courses Taught:

Medical Terminology, Pathophysiology, Anatomy & Physiology I & II, Clinical I, Pharmacology

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Miami Valley of Hospital School of Nursing	Dayton, OH	Nursing	1966	1969
Applicable Experience	Location	Exact Nature of Experience	From:	To:
Community Phys. for Women	Indianapolis, IN	RN Back Office	1/91	1/06
School System for Ft. Leonard Wood	Leonard Wood, MO	School Nurse	1972	1973
St. Luke Hospital	Ft. Thomas, KY	Staff Nurse	1971	1972
Central Baptist Hospital	Lexington, KY	Change Nurse	1970	1971

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Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME:

Roman
(Last)

Morgan
(First)

A
(Middle)

NAME OF INSTITUTION:

Indiana Business College

Names of Courses Taught:

Career Development

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
University of Southern IN	Evansville, IN	BS Public Relations and Advertising	8/99	8/04
Applicable Experience	Location	Exact Nature of Experience	From:	To:
			Employment Period	
Indiana Business College	Indianapolis, IN	Asst. Director of Career Services	5/07	present
Indiana Business College	Indianapolis, IN	Admissions Representative	10/05	5/07
Indiana Business College	Indianapolis, IN	Admissions Representative	1/05	10/05
Fayette County School Corporation		Substitute Teacher	9/04	1/05

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

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Indiana Business College - Medical Division

Names of Courses Taught:

Psychology

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	To:	
			From:	1964	1969
Purdue University	West Lafayette, IN	Engineering			
Goddard College	Plainfield, VT	MA Psychology & Counseling			
Applicable Experience	Location	Exact Nature of Experience	Employment Period	To:	
			From:	1983	2006
Teaching	Federal Mogul Corporation	Seminar/Training			